



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

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Janet Napolitano  
Governor

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Director

August 31, 2004

**WORKFORCE INFORMATION MEMO (WIM) # 06-04**

**SUBJECT: Youth Offender Case Management Guidebook**

In our continuing efforts to pass along information to our Local Workforce Investment Areas (LWIAs) regarding the most current information available, we are providing the following resource:

At the most recent Department of Labor (DOL) Region 6 Youth Dialogue Group meeting in San Francisco in July Denise Fogelman and Wes Davison of the DOL-ETA Office of Youth Services in Seattle presented the new Youth Offender Case Management Guidebook. This project has been developed in coordination with the Youth Offender Grant in Cochise County. The guidebook is finally complete and available on CD. Each state has been provided enough original copies for one copy for each LWIA. The CDs can be duplicated in unlimited numbers at each LWIA. The chapters in the guidebook are: Overview, Know the Score, Planning and Resources/Glossary.

Please feel free to contact your Quality Assurance Liaison at (602) 542-3957 if you have questions regarding this memo.

Sincerely,

A handwritten signature in black ink that reads "Lela Alston".

Lela Alston  
WIA Section Manager  
Employment Administration

Enclosure